

PERSONNEL: Classified

General: Job Description and Specifications

Job descriptions and specifications shall be on file with the Department of Personnel and shall be the basis for a classification analysis of all classified positions.

It shall be the duty of each division head to approve and forward to the Department of Personnel detailed information pertaining to any significant and substantial change in duties or specifications of any position. The same procedure shall be followed whenever a new position is anticipated. This data shall then be reviewed by the appropriate division head and the Director of Personnel, or their designated representatives, to determine what action, if any, is appropriate. If a change appears to be in order, the data is forwarded to the Classification Review Committee for their recommendation.

Job descriptions and specifications shall be deemed only as descriptive of scope and complexity of work required in positions allocated to the several job classifications, but not necessarily inclusive of all duties to be performed.

Rule  
Approved: 8/29/68]

Superintendent of Schools